



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

**MEMORANDUM**

Date: May 22, 2008

To: Superintendents and Charter Administrators  
Special Education Directors  
Title IV/Prevention Coordinators  
Principals and Charter Site Administrators

From: Colette Chapman, Deputy Associate Superintendent  
Exceptional Student Services

Jean Ajamie, Director  
School Safety and Prevention

Subject: Safe and Drug Free Schools and Special Education Data Collection and Reporting Changes

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This memorandum is written as follow up to the November 1, 2007 memorandum regarding changes to the year end reporting requirements for the Safe and Drug Free Schools Report and Special Education Discipline Report. These changes were identified as necessary for improving safety and disciplinary incident data, in turn making the data more useful to educators in creating and maintaining safe school environments. The project is called Arizona Safety Accountability for Education (Az SAFE). Az SAFE will replace the year-end reporting requirements for the 2009-2010 school year.

**New Requirements**

The reporting requirements remain the same for the 2007-2008 and 2008-2009 school years. The new requirements that must be incorporated by the 2009-2010 school year are:

1. Adoption of the new terms and definitions for violations of school and state policy consistent with state and federal statutes and commonly accepted definitions.
2. Inclusion of all required data elements for incident-based tracking, including
  - all violations that occur within an incident;
  - time and location of an incident;
  - all persons involved in an incident; and
  - actions taken in response to an incident.
3. Electronic collection and submission of data to the Arizona Department of Education (ADE) for the 2009-2010 school year.

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### **Options for Meeting New Requirements**

Schools will be able to meet the new requirements by using either:

- Az SAFE On-Line, developed by the ADE with advisement from a panel of school administrators. Real-time reports generated by the system present data in a user friendly format of charts and graphs to facilitate strategic improvement to school climate and safety. A video of this tool and reports list can be viewed at [www.ade.az.gov/sa/health/](http://www.ade.az.gov/sa/health/). Az SAFE On-Line will be available at no costs to all interested schools for use in the 2008-2009 school year.
- A system designed by your current SMS vendor that captures the required information and submits the data electronically to the ADE. Several meetings with the SMS vendors and district information technology personnel have taken place and participants have received the new data requirements. Data can be submitted once at the end of each school year or on an on-going basis in order to access the reports developed in the Az SAFE On-line system.

### **Planning**

Over the course of the upcoming year, we recommend the following steps be taken to facilitate implementation in the 2009-2010 school year:

1. Compare the Az SAFE terms and definitions with your district's terms and definitions and blend the two. *Az SAFE Terms and Definitions* are enclosed. Terms that have a federal or state statutory definition or that are required to be reported to the ADE must be used as stated. Also enclosed are two handouts containing information referenced in the terms and definitions – *Arizona Statutes Requiring the Contact of Law Enforcement* and *Unsafe School Choice Option Policy, Victims of Violent Crimes*.
2. Modify or adopt district/school policies and procedures as needed. Another tool is enclosed that may be helpful in revising the process for capturing and inputting office disciplinary referral data – the *Prototype Referral Form for Disciplinary Referral*.
3. Decide on whether to use Az SAFE On-Line or work with your SMS vendor on revising your current SMS to meet the new requirements. If you would like to use Az SAFE On-line, contact ADE School Safety and Prevention so that we can provide access to the system and training. If using your SMS, work with your vendor and information technology personnel on any necessary system revisions.

Informational meetings on Az SAFE will be held regionally in the fall. Details will be provided at the start of the new school year.

If you have any questions regarding these upcoming changes, please feel free to contact Jean Ajamie at [Jean.Ajamie@azed.gov](mailto:Jean.Ajamie@azed.gov) or 602.542.8734. Thank you for your cooperation and efforts as we advance together in improving conditions for all Arizona youth.

Enclosures:     Az SAFE Overview  
                     Az SAFE Terms and Definitions Packet  
                     Arizona Statutes Requiring the Contact of Law Enforcement  
                     Unsafe School Choice Option Policy, Victims of Violent Crimes  
                     Az SAFE Prototype Referral Form